

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
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CENWD-HR
NWD Supplement 1
to AR 690-400,410

1 August 2001

Civilian Personnel
EMPLOYEE PERFORMANCE AND UTILIZATION TRAINING

AR 690-400, Chapter 410, June 1983, is supplemented as follows:

Chapter 410, Paragraph 3-1g, Preparing an Activity Training Plan. Add subparagraph 3-1g(5):

(5) Each NWD District Civilian Personnel Advisory Center (CPAC) will furnish the Northwestern Division Human Resource Directorate a copy of their current FY Training Program Plan NLT 31 July annually. A separate plan for each serviced organization of 300 or more civilian employees will be included.

Chapter 410, Paragraph 3-4f(1), Employee Orientation. Add the following:

ENG Form 3529, Employee Orientation Checklist, will be used within the Northwestern Division to record completion of new employee orientation. Phase III, Group Orientation, should be conducted NLT 45 days after the new employee enters on duty. CPAC Chiefs are encouraged to add other items to the Checklist where considered appropriate to meet local conditions. A copy of the completed form will be maintained in the CPAC.

Chapter 410, Paragraph 6-3d, Expenses Other Than Employee Pay. Add the following to subparagraph 6-3d:

A membership fee may be paid to Toastmasters International in order to obtain training subject to the following limitations:

- (a) Training is included in the trainee's approved, written Individual Development Plan.
- (b) Payment is limited to a maximum 24-month membership.

*This supplement supersedes NPD Suppl 1 to AR 690-400, 410, 15 May 1992.

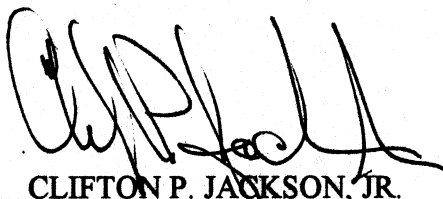
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(c) The membership is in the organization's name.

Chapter 410, Paragraph 18-5. Evaluation of Plan. Add subparagraph 18-5b:

b. Each NWD District CPAC will furnish the Northwestern Division Human Resource Directorate a copy of their annual evaluation of the fiscal year activity training plan NLT 31 December annually. A separate evaluation for each serviced organization of 300 or more civilian employees will be included.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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